

REQUEST FOR PROPOSAL

COUNTY OF FRESNO

**CORONER / PUBLIC ADMINISTRATOR /
PUBLIC GUARDIAN'S FACILITY**

Date Submittal Due: April 15, 2003 – 4:00 PM

Submit To:

Stuart G. Seiden, Capital Projects Division Mgr.
Department of Public Works and Planning
2220 Tulare Street, Suite 608 Mail Rm.
Fresno, CA 93721

Mark Package: **"PROPOSAL – Coroner's Facility, Attention: Baron Zerahian"**

PROPOSALS RECEIVED AFTER THE TIME AND DATE STATED ABOVE SHALL BE
RETURNED UNOPENED TO THE PROPOSER.

INQUIRIES:

Direct questions or clarifications on this project's technical components to Claude Dechow, AIA, Senior Architect, (phone: 559 / 262-4214, fax: 559 / 262-4466, e-mail: cdechow@fresno.ca.gov) Capital Projects Division, Department of Public Works and Planning.

For questions or clarifications on proposal submittal requirements or the consultant selection process, contact Baron Zerahian, Staff Analyst IIIA, (phone: 559 / 262-4866, fax: 559 / 488-1945, e-mail: bzerahian@fresno.ca.gov), Capital Projects Division, Department of Public Works and Planning.

CONSULTANT SELECTION POLICY:

Copies of the Fresno County Board of Supervisors Resolution 90-028 (Ordinance Code Chapter 4.10) that establishes procedures for the selection of Architects, Engineers, and other Professionals, may be obtained from Baron Zerahian, Staff Analyst, or from the County's website identified below.

It is the intent of the County to engage a consultant who will provide professional services as described herein; however the County reserves the right, at its sole discretion, to terminate this RFP process or negotiations with a selected consultant and either perform the work with their staff or begin a new RFP process. Nothing herein, or in the process, shall be construed as having obligated the County to pay for any expenses incurred by respondents to this RFP, or to the selected consultant prior to Board of Supervisors approval of a consultant services agreement.

FRESNO COUNTY'S WEBSITE:

An electronic copy of this Request For Proposal and Fresno County's Consultant Selection Policy is available on Fresno County's website at the URL: www.fresno.ca.gov/4510/index.htm. If the RFP is downloaded from the website or obtained from another source, and you wish to be an RFP holder of record, please submit a written notification, or indicate on the "Notice of Issuance" that the RFP has been downloaded or obtained from another source. Please send this to the attention of Baron Zerahian (contact information provided above).

MODIFICATIONS:

Any modifications to this RFP will be provided to RFP holders of record. In order to become an RFP holder of record, one must submit to the County a completed "Notice of Issuance" or provide a written notice by fax, email or mail.

Issuance Date: March 28, 2003

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ATTACHMENTS

ATTACHMENT I Sample Agreement

I. SUMMARY**A. INTRODUCTION AND PROJECT OVERVIEW:**

Fresno County seeks to retain the services of a qualified architect / engineer to provide for the planning, design and construction of a new facility for the Coroner / Public Administrator / Public Guardian. Candidates should have relevant experience with the delivery of similar projects.

B. SCOPE OF WORK:

This project will have two components.

Component I will consist of the following phases:

- Needs Assessment and Financing Source Investigation
- Building Program / Conceptual Design and Site Plan
- Schematic Design / Financing Study / Project Estimate

Component II will consist of the following phases:

- Design Development
- Construction Documents
- Bidding and Award
- Construction Observation
- Post Construction

A detailed description of tasks involved with each of the above phases is provided in Article III – Services of the Consultant.

At the interviews held for finalists, two estimated fee proposals will be requested for each component. Please refer to Article VII – Consultant Selection Process of this RFP for the requirements.

The County makes no commitment or assurance that the project will proceed from Component I to Component II.

C. CONSULTANT SERVICES:

Consultant Provided Specialty Services

The consultant shall either provide or retain sub-consultants for the following specialties at his/her own expense for the technical assistance necessary to develop components of the work.

- Needs Assessment
- Funding and Financing Options Analysis
- Space Planning and Programming
- Project Cost Estimating
- Waste and Water Systems Engineering
- Structural Engineering
- Mechanical, Plumbing and Fire Protection Engineering
- Electrical Engineering
- Architectural Illustrator
- Graphics for Signage and Information Directories

Extra Services

The consultant may be requested to provide as an extra service, specialty services, or retain specialty consultants that will take direction from the County. A list of possible specialty services that may be requested is as follows:

- Site analysis and infrastructure assessment
- Surveying
- Geotechnical engineering
- Soils testing
- Percolation testing
- Flood prone area analysis
- Haz Mat Survey
- Water Well Testing
- Special Studies for preparation of environmental documents and land use change requests
- Preparation of permit applications and supporting documentation for regulatory compliance not listed in Article III of this RFP
- Interior Design
- Building Commissioning Services

Treatment of Extra Services expenses are specified in Article V.C. of the sample agreement (ATTACHMENT I of this RFP). All extra services must be pre-approved and authorized in writing by the County before work can commence.

D. EXISTING CONDITIONS:

The functions of County Coroner, Public Administrator and Public Guardian are combined into one administrative unit. The County's current facility is located at 760 W. Nielsen Ave., Fresno CA 93706. The facility consists of a main two-story building with a total area of 14,100 square feet and separate on-site storage facility. The main building was constructed in 1948 and remodeled in 1982 for the current use.

The Fresno County Coroner / Public Administrator / Public Guardian's office currently has 42 employees. There are approximately 550 autopsies conducted per year, and under current conditions, there is a need for a 33% increase in capacity. The morgue has an existing capacity of 25 cadavers. The existing facility also has storage space in a detached building to fulfill the functions of Public Administrator / Public Guardian. The Public Administrator handles approximately 200 cases per year and the Public Guardian handles approximately 450 cases requiring the storage of articles for social protection and for estates whose heirs cannot be found.

II. PROJECT INFORMATION AND REQUIREMENTS

A. PROJECT BACKGROUND AND DESCRIPTION:

Fresno County desires to first determine the current and future needs of a facility for the Coroner/ Public Administrator / Public Guardian that will serve Fresno County and potentially the local region, including the surrounding seven counties. The needs assessment shall forecast out for a 20 year period and the site utilization and needs forecast shall be for a 50 year period. A financing sources investigation shall be conducted to identify public funding sources such as grants, possible untapped revenue streams, loans or debt financing instruments, private financing methods, user fees or other methods of available project financing.

A building program will be developed providing information on square footage requirements, a breakdown and summary of spaces, adjacencies and proximities, list and explanation of building area and site needs. The building program will also include a conceptual design and site plan.

During the schematic design phase, a financial study and project estimate report will be developed. The financial study will incorporate information obtained from the needs assessment and financing sources investigation and provide an assessment as to whether the vision of the facility can be met with available funding sources. A recommended project timeline and project schedule shall also be prepared. The project estimate report will provide a cost analysis of major project components and an analysis of cost saving measures.

The new facility will include a morgue, areas to perform autopsies, offices for staff, an area for lab analysis, a reception area, conference / training room(s), support space, and property storage space / warehousing for items of various sizes. It is anticipated that the morgue will be capable of storing 150 to 200 cadavers. The autopsy component should consist of autopsy stations, have segregated autopsy rooms for communicable diseases, decomposed specimens, and have the capability to handle and contain biological and

chemical agents. The primary site criteria shall be close freeway access and close proximity to public transportation routes.

At present, a specific site for the new Coroner / Public Administrator / Public Guardian facility has not been determined. Depending on the results of the needs assessment, financing source investigation, and other factors, the County may give consideration to expansion at the current location through development of a site adjacent to the current location, or development of a new location.

B. CONSULTANT SELECTION MILESTONES:

<u>Activity Description:</u>	<u>Estimated Duration</u>
Issuance of RFP and consultant responses	2 wks
Evaluation of proposals and short listing	1 wks
Consultant selection	2 wks
Agreement negotiations and execution	3 wks

The consultant is expected to begin work on June 16, 2003.

Note: Finalists interviews have been tentatively scheduled for May 7 through May 9. Proposers will be notified of those advanced to finalist status by fax and mail.

C. SAMPLE CONSULTANT AGREEMENT:

Sample Consultant Agreement (ATTACHMENT I) is provided as an example of the typical language in a consultant service agreement with the County. It is recommended that the consultant review the sample agreement with legal and insurance counsel. **The Agreement requires the consultant carry a Project Specific Professional Practice Insurance Policy in the amount of \$5,000,000.** The Consultant shall assume the entire cost of this insurance policy as a part of the firm's overall project overhead. The policy shall be initiated by the beginning by the Design Development phase and have trailing coverage for a minimum of two years past the issuance of final payment to the consultant. Please refer to Article XX. Section A.4. of the sample agreement for project specific insurance policy requirements.

Finalists shall be prepared to raise any agreement concerns and identify all agreement issues at the interview.

D. SPECIAL CONDITIONS:

Any labor provided by the consultant or its subconsultants involving field inspections and testing must be compensated at prevailing wage rates.

The consultant shall be required to comply with the Fair Political Practices Act reporting requirements. Provisions of the Conflict of Interest Codes are provided in the Sample Agreement (Exhibit D).

III. SERVICES OF THE CONSULTANT

General Requirements:

Throughout the duration of the project, the consultant shall communicate and meet with County's project committee and staff as often as necessary (a minimum of one meeting every two weeks during Component I) in order to verify, refine, and complete the project requirements and review the progress of the project. All meetings will be held in Fresno. Consultant shall prepare brief minutes of the meetings attended and shall provide a copy of all such minutes to the County. Consultant shall develop and maintain a project schedule and status report that will be updated and submitted to the County on a bi-monthly basis. The consultant shall monitor and keep the County informed regarding the impact of design issues on the project budget. Upon the request of the County, consultant shall incorporate into the design such reasonable changes as the County deems appropriate as a result of the County's review processes and impact of the budget or opinion of probable construction cost. If consultant disagrees with the County's request, such disagreement must be registered in writing and the County will attempt to reconcile such disagreement. If it is impossible to make reconciliation, the written disagreement will become a part of the project record. However, Consultant shall then comply with the County's request.

If it is determined by County that performance of the approved personnel is not acceptable, County may order in writing without stating cause that such person or persons be removed from the project and replaced. Names of proposed replacement personnel, if requested, shall be made within a period not to exceed five (5) working days from such order and be activated within ten (10) days of request.

The County may take up to four (4) weeks to review and comment on final draft submittals for phases 1 through 5.

At the completion of each phase of the project, the consultant should not proceed to the next phase unless expressly authorized to do so by the County.

The services required of the Consultant may include, but not necessarily be limited to the following phases of work:

A. COMPONENT I (Not Anticipated to Exceed 6 Months)**Phase 1, Needs Assessment / Financing Sources Investigation**

The Consultant shall:

1. Gather and review historical data from the U.S. Census, California Department of Finance, County vital statistics, and other information sources to determine population characteristics for up to seven surrounding Central Valley counties, and/or other methods to justify the need and projections.
2. Evaluate the existing facility and staffing characteristics by conducting interviews and visual inspections with the participation of the project committee, in order to determine operational requirements and space allocations, etc.
3. Participate in field trips with the project committee to interview other public agencies that have recently completed coroner, morgue and public administrator facilities. Assess information gathered and prepare a report of findings.
4. Investigate and gather information on financing sources for the project. This will include identifying public funding sources such as grants, possible untapped revenue streams, loans or debt financing instruments, private financing methods, user fees or other methods of available project financing.
5. Analyze and synthesize information gathered and prepare a report on needs assessment and financing sources. The report shall forecast needs for the next 20 year period and forecast site utilization needs for the next 50 years. The report shall be comprehensive in nature, providing alternatives and recommendations for action.
6. Submit draft report to the project committee for review and comments. Review comments and make corrections to the document.
7. If requested, prepare and present a report of the needs assessment and financing sources investigation to the Board of Supervisors.

Phase 2, Building Program / Conceptual Design and Site Plan

The Consultant shall:

1. Based on the findings from the needs assessment and financing sources

investigation and direction provided by the project committee, develop a building program that will include a conceptual design and site plan. The building program shall include, but not be limited to consideration of the following:

- a. The facility's exterior needs and requirements such as infrastructure, off-street parking, on-site traffic circulation and segregation of activity, outdoor lighting and security.
 - b. Interior components such as office and other functional area square footage requirements, conceptual furniture layout with preferences, medical and other equipment requirements, mechanical and electrical system requirements and space needs, maintenance expectations.
 - c. A project development timeline and a document production schedule.
2. Complete the building program to the extent necessary to fully define space requirement needs and required adjacencies and proximities to fully develop the proposed facility.
 3. Submit and review with the County ten (10) copies of the building program and conceptual design and site plan for review by the County.
 4. Review and make corrections to the document as necessary after review by project committee.
 5. If requested, prepare and present a report of the updated building program and conceptual design and site plan to the Board of Supervisors.
 6. Not proceed with the next Phase unless expressly authorized in writing by County.

Phase 3, Schematic Design / Financing Study / Project Estimate:

The Consultant shall:

1. Develop project parameters in concert with the County's project committee members' recommendations and concerns. Confer with the project committee on construction system component preferences, scheduling, bidding and contracting strategies.
2. Review and evaluate proposed sites through visual observation and archive document research to coordinate the development of on-site infrastructure such as electrical, mechanical, plumbing, communication, telephone, and computer systems. Document the existing utility system configuration and possible interference with or impact on the proposed

- improvements. Assess all on and off-site development needs.
3. Identify and document all regulatory compliance measures and approval processes required to complete this project.
 4. Develop schematic design plans, sketches and/or drawings and reports consisting of conceptual illustrations with continuing input and review from the project committee.
 5. Prepare a schematic design consisting of floor plans with square footage and rough dimensions, and illustrate the function of the rooms, cross sections and exterior elevations. More than one proposed floor plan may be required. Also prepare a site plan showing on-site traffic circulation.
 6. Prepare an independently verified schematic design opinion of probable construction cost. Include in a report the construction cost, budget estimates, and project timeline for the proposed development. The report shall define a cost of major project components and provide cost saving measures.
 7. Provide six (6) printed copies of selected documents including plans, cost estimates, outline specifications and design data to the County for value engineering review. Review and analyze findings and alternatives provided by the County and/or value engineering consultant.
 8. Prepare estimates comparing different construction systems, reports on cost benefit analysis and life-cycle costs and justify and/or substantiate recommended course of action.
 9. Review and analyze a County provided schematic design opinion of probable construction cost. Participate in a meeting with the project committee to reconcile any differences between Consultant's independent opinion of probable construction cost and the County provided opinion of probable construction cost. Make corrections and changes as directed at no additional cost to the County.
 10. Prepare a financial study, incorporating findings from the needs assessment and financing sources report and providing an assessment as to whether the vision of the facility can be met with available funding sources. The financial study shall be comprehensive in nature, providing alternatives and recommendations for actions.
 11. Prepare presentation quality colored site and floor plans, exterior elevations and street level perspective rendering of building entrance. Also prepare an aerial rendering of proposed site configuration.

12. Prepare a list and schedule of recommended medical equipment (class I, class II and class III) and lab equipment required for the facility.
13. Prepare conceptual office furniture layout utilizing County provided area standards.
14. Coordinate and integrate with County's contracted office furnishings consultant to prepare a list and schedule of recommended furnishings.
15. Submit to the County thirty-five (35) copies of the needs assessment, building program, final schematic design, financial study and project cost estimate report. The financial study and project cost estimate report shall be bound, in color and of presentation quality. The copies shall be submitted to the County ten (10) calendar days prior to the Board of Supervisors meeting. Meet with project committee to review submitted documents.
16. Make a formal presentation before the Board of Supervisors of the schematic design, renderings, financial study and project cost report. Attend and participate in a rehearsal prior to presentation of the project before the Board of Supervisors.
17. Continue to incorporate into the design changes required through the time of project approval of the schematic design and make changes to the presentation as directed by the County.
18. Not proceed with the next Phase unless expressly authorized in writing by County.

B. COMPONENT II

Phase 4, Design Development:

The Consultant shall:

1. Develop project parameters in concert with the County's project committee member's recommendations and concerns. Confer with the project committee on construction system component preferences, scheduling, bidding and contracting strategies.
2. Prepare in this phase of work (or in a subsequent phase if so directed by the County representative) all data necessary to comply with all review agencies, and County permits and land use requirements within the project schedule.
3. Research and analyze all applicable codes to insure compliance.

4. Prepare the design development (preliminary) drawings and preliminary specifications. Plans shall be prepared on a CAD system acceptable to the County (such as Auto CAD or DataCAD) and submitted to the County on 30" X 42" (maximum size) sheets, or other size approved by County. All text documents shall be prepared on electronic files capable of being opened by Microsoft Word or Word Perfect software and submitted to County on 8 1/2" X 11" pages. The preliminary design shall consist of floor plans, (exterior) elevations, (interior) cross sections, landscaping plan, site and grading plans, site survey and other drawings drawn to scale and showing the location of walls, doors, windows, equipment fixtures, and other necessary items together with the requirements for the electrical, heating, plumbing, air-conditioning, and other work necessary to complete the project. This preliminary design submittal shall also include the fixture cuts for all pieces of equipment included in the design.
5. Prepare a furniture and medical / lab equipment layout to determine the need for new furniture and equipment by the Coroner / Public Administrator / Public Guardian. Fixed medical / lab equipment shall be included in the opinion of probable construction cost.
6. Identify and define distribution systems, and performance criteria for mechanical and electrical system components.
7. Prepare a detailed and independently verified design development opinion of probable construction cost that shall identify, in CSI/UCI 16 division format, the building components and requirements of the project. The estimated cost of each building, on-site improvements and off-site improvements shall be prepared along with a summary showing the total project cost.
 - a. The opinion of probable construction cost shall be projected to the midpoint of the probable construction and shall include material and labor unit costs, overhead, profit, insurance, taxes, general requirements, supervision, and difficulty factors and shall be submitted in the CSI/UCI 16 division format.
 - b. The opinion of probable construction cost shall identify construction cost escalation and design contingency amounts, which must be approved by the COUNTY prior to their inclusion in the opinion of probable construction cost. The opinion of probable construction cost shall assume a competitive bid process within the Fresno County area.
8. Review and analyze a County provided design development opinion of probable construction cost. Participate in a meeting with the project

committee to reconcile any differences between the Consultant provided opinion of probable construction and the one provided by the County's independent consultant cost estimator.

9. Prepare applications, and assist the County in submitting applications and expediting agency review processing as may be required for this project. This will include developing all data necessary to complete applications and the processing of a conditional use permit (if required), environmental documents (if required), site plan review and building permits. Provide necessary document printing [up to fifty (50) copies] including but not limited to site plan and survey, grading, landscape and irrigation plans and building exterior elevations.
10. As directed by the County's staff, attend, participate and make graphic and oral presentations at all public hearings. Prepare color renderings of site plans, elevations, birds-eye perspective of full facility and ground level entry perspective.
11. Submit to the County fifteen (15) sets of completed design development (preliminary) plans, specifications fixture cuts, reports and opinion of probable construction cost for the review, comment and evaluation by the project committee, and responsible fire prevention bureau.
12. Review and explain in both a verbal and a written report the full detail of all elements to be included in the project (including those elements not shown but included in the drawings and outline specifications) with the project committee, and Department of Public Works and Planning staff.
13. Continue to incorporate into the design in the succeeding phase of the work, the changes identified from the project approval of the design development (preliminary design) at no additional cost to the County.
14. Not proceed with the next Phase unless expressly authorized in writing by County.

Phase 5, Construction Documents:

The Consultant shall:

1. Prepare final working drawings from preliminary plans, as modified by the County, on a CAD system acceptable to the County (such as DataCAD or AutoCAD) and on 30" by 42" (maximum size) sheets, or other size approved by County, drawing size sheets and technical specifications on 8-1/2" by 11" pages setting forth in detail the work to be done, the materials, workmanship, finishes, and equipment required for the mechanical, electrical, plumbing and other components of construction

necessary to provide the County a complete and functional project for its intended purpose.

2. Prepare construction specifications in CSI/ UCI 16 division format with an IBM PC-compatible word processing program such as Microsoft Word or WordPerfect.
3. Include in the specifications a construction sequencing of work. County's project committee shall review and approve the schedule prior to completing the final construction documents.
4. Review, comment, and/or make recommendations on the form and content of the County's General Conditions, Special Conditions, and Bid Form as they apply towards the project.
5. In addition to the technical specifications, prepare special or supplemental conditions for the construction contract, including a Health and Safety Plan. The County will package the Consultant's documents with the County's approved General Conditions, Notice to Contractors calling for bids, the Bid Form, and related documents to complete the construction contract and bid specifications.
6. Monitor and keep County informed regarding the impact of design issues on the project budget. Upon the request of the County, Consultant shall incorporate into the design such reasonable changes as the Consultant deems appropriate as a result of the County's review processes and impact on the project budget or opinion of probable construction cost.
7. Submit to the County a final opinion of probable construction cost in the CSI/UCI 16 division format for the base bid work and alternate bid items. The opinion of probable construction cost shall be projected to the midpoint of the scheduled construction period to be scheduled by the County. Differences between the design development (preliminary) and final opinion of probable construction cost shall be explained in writing.
8. Not proceed with the next Phase unless expressly authorized in writing by County.

Phase 6, Bidding and Award:

The Consultant shall:

1. Deliver to the County two (2) weeks prior to the advertising date (which date will be determined by County), the final completed original drawings and specifications for County printing and distribution of bid sets to interested contractors. The original drawings and specifications index

sheet shall be stamped by a seal with Consultant and subconsultants' license numbers and/or signed in accordance with the California Business and Professions Code.

2. Submit a list of general and specialty contractors who may be interested in bidding on this project.
3. Attend the pre-bid conference scheduled by the County.
4. Prepare addendum drawings and other documents as required to clarify scope of work to be bid upon, at no additional cost to the County. Coordinate subconsultants' addendum drawings and documents.
5. Prepare drawings and work necessary to delineate either the County's changes in scope to the contract or changes in job-site conditions due to inaccurate information provided by the County. Such work shall be provided as directed by the County representative and shall be an Extra Service to the Consultant's agreement.
6. Submit to the County for review and approval any addenda deemed necessary. Addenda, if any, shall be submitted no later than ten (10) working days prior to the scheduled bid opening. The addendum shall be distributed by the County. An electronic copy of addenda items shall be furnished to the County. No addendum will be issued in the 72 hour period prior to bid opening.
7. Assist the County in evaluating the base bids and alternate bid items received.
8. Delete or otherwise change portions of the construction work at the request of the County if the lowest bid proposal for the proposed construction contract exceeds the County approved opinion of probable construction cost (which will include the Consultant's design contingency amount approved by the County) by 10% or more, and if the County rejects all bids. In such event, the Consultant shall revise the plans and specifications to comply with such modifications and also shall assist the County in obtaining new proposals from contractors, all at no additional cost to the County. Such modifications shall be completed on a time schedule commensurate with the scope of the change and as set forth by the County.

Phase 7, Construction Observation:

The Consultant shall:

1. Attend pre-construction conference scheduled by the County.

2. Provide limited construction observation including but not limited to:
 - a. Within two (2) working days of County's request for information (RFI), respond to the County Construction Engineer or Contractor, through the County Construction Engineer with information and/or drawing needed from Consultant in order to clarify the intent of the construction contract plans and specifications of the project. Consultant shall review Contractor's cost proposal for all change orders associated with any additional work as may be necessary by the RFI clarification.
 - b. Except for color boards, within seven (7) working days of County's request, review and make recommendations for samples, schedules, shop drawings, and other submissions for general conformance with the design concept of the project and for general compliance with the plans and specifications and information given by the Consultant's contract documents.
 - c. Recommend and assist in the preparation of necessary change orders, with supporting documentation, calculations and opinion of probable construction cost, for review and issuance of change orders by the County Construction Engineer to obtain appropriate agency acceptance and approval.
 - (1) Provide drawings and work necessary to delineate the County's changes in scope of the construction contract or to make modifications as directed by the Board of Supervisors, which shall be made as directed by the Construction Engineer and shall be compensated as an Extra Service.
 - (2) Notwithstanding the forgoing, where the change order arises as a result of a negligent error, act or omission of the Consultant, the Consultant shall not be compensated as an Extra Service for time spent or cost incurred in efforts connected with the correction thereof. The cost of rework of installed work shall be assessed upon the Consultant's contract payments.
 - (3) Any changes to the construction contract shall be made only with written County approval.
 - d. Make recommendations to the County on all claims of the County or construction contractor (hereinafter called "Contractor") and all other matters relating to the execution and progress of work, including interpretation of the Consultant's contract documents.
3. At intervals appropriate to the stage of construction as requested by the

Construction Manager, or as otherwise deemed necessary, visit the project construction site as may be necessary to become familiar generally with the progress and quality of the work and to determine that the work is proceeding in general accordance with the contract documents.

4. Review all field testing reports and make recommendations to accept, retest or reject.
5. Based on the Consultant's visits to the site, Consultant shall keep the County informed through written reports as to the progress of the work, shall endeavor to advise the County of defects and deficiencies observed in the work of contractors, and may recommend that the County reject work as failing to conform to the contract documents.
6. Based upon his limited observations of the progress of construction and the Contractor's application for payment, assist the Construction Inspector in determining on a monthly basis, the amount owing to the Contractor under the contract documents and recommend, through appropriate certificates, payments on such amounts. Such certificates shall construct a representation to the County that the work has progressed to the point indicated and that to the best of the Consultant's knowledge, information and belief, the quality of the work is in accordance with the contract documents.
7. Conduct site visits which shall include but not be limited to on-site inspections to determine the dates of substantial completion and final completion and to recommend to the County its acceptance to the of the work, for the filing of the notice of completion and issuance of final certificate of payment.
8. Conduct a "project shakedown" of all the building's systems, mechanical, plumbing, security electronics, public address system, fire alarm, etc. and maintenance staff orientation for the completed project.
9. Not charge for the costs of drawings, engineering and other work and expenses necessary to correct negligent errors, acts and omissions and other inaccuracies attributed to the Consultant's design work.

Phase 8, Post Construction:

The Consultant shall:

1. Review and forward to the County Construction Engineer four (4) copies and an electronic version on CD ROM of Operations and Maintenance Manuals to be furnished by the Contractor.

2. Inform the County of all written guarantees required of the Contractor by the Consultant's technical specifications or special conditions.
3. Return to the County all plans borrowed from County.
4. Upon completion of the project, obtain from the Contractor information of all the changes to the project, transfer them to project plan originals, then make one (1) set Mylar reproducible "record" drawings, and make one (1) record print set and deliver both "record" drawings and "record" prints to the Department of Public Works and Planning.
5. Assist the County with any claim resolution process involving Contractor and County. This may be considered as Extra Services unless the Consultant is found negligent in the project's development.
6. Participate in the early settlement discussions of construction claims resolution issues. Participation in this process does not preclude the County's right to make a negligent error and omissions claim against the Consultant.
7. Provide construction plans prepared with a CAD system, record drawings in the form of .dxf or .dwg files and mylar reproducibles that shall be furnished and delivered to Department of Public Works and Planning. Such .dxf or .dwg files shall be furnished on either 100 MB 'Zip' disks or compact disk (CD-ROM). Final plans and specifications become the property of the County and can be used by the County at its own discretion.
8. No final payment to the Consultant will be issued until the services of this Phase have been performed and negligent errors, acts and omissions attributed to the Consultant have been resolved.

IV. SERVICES PROVIDED BY THE COUNTY

A project committee consisting of members from the Coroner Public Administrator / Public Guardian's Office, Administrative Office, and Department of Public Works and Planning will guide the Owner's interest and carry forward recommended project scoping and details to the Board of Supervisors.

Fresno County may provide or secure the specialty services listed below in support of the Consultant's professional services. The Consultant shall be responsible for the evaluation of all information supplied by the County and verifying its accuracy.

- Geotechnical Studies and Recommendations

- Site Surveyor
- Property acquisition services
- Grant preparation and/or securing of funding

The County will also provide the following:

- A representative who shall represent the County and shall work with the Consultant in carrying out the provisions of the Agreement.
- Provide prints, if available, of the existing facility building plans, and reports prepared to evaluate the building.
- Transmit documents for other agency reviews, and pay all application and review processing costs.
- Assume all costs associated with reproducing the final bid documents and addenda and their distributions. Assume all project advertising costs.
- Provide initial sites for consideration and evaluation.
- Process the County required land use and environmental applications with Consultant supplied site and floor plans, operational statement, system data, and staffing requirements.

V. BACKGROUND CHECK

The County reserves the right to conduct a background inquiry of each proposal which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal to the County, the proposer consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

VI. PROPOSAL SUBMITTAL REQUIREMENTS

Please do not provide more information than requested by Article VI of this Request for Proposal. The completeness of the proposal will be evaluated by a Selection Committee.

Submittal will be in two parts.

PART A.

The first part will enable the County to appraise the general qualifications of

the consultant. You must answer the following questions in the same sequence as below.

1. Firm name, address, phone number, fax number and E-mail address or Web page address (if available). Also, provide this information on all associated firms and partners.
2. Specify type of organization (individual, partnership or corporation including the state of incorporation) and if applicable indicate whether you are:
 - (a) Small Business.
 - (b) Disadvantaged Business.
 - (c) Minority and/or Women Owned Business.
3. Firm principals who will be responsible for the project, their education, credentials, and experience in similar work.
4. Key personnel who will be assigned to work on the project, their education, credentials, and experience on comparable projects. Indicate the tasks to be performed by these key individuals and expected time or effort they will commit to the project.
5. Subconsultants (mechanical, electrical, and others as the project may require) to be used. Indicate the tasks to be performed by these consultants.
6. Present staff - number and classification. Will you have to secure more staff to complete the commission?
7. List current projects or commitments for services in your office.
8. List in reverse chronological order for the last five years projects involving the study and design of coroner's facilities completed or under construction.

Indicate for each of these projects:

- (a) Name and location of project
- (b) Description of the project, including the type of system and square footage
- (c) Your firm's specific involvement (prime architect/engineer (A/EOR), subconsultants or other capacity such as construction inspection, management, permit assistance, staff training, etc.
- (d) Name of owner
- (e) Name of current contact person and telephone number (Contact person, who, at the time of RFP submittal, was, will be or is employed by the owner and who would have personal knowledge of the completed work)
- (f) The bid cost vs. final opinion of probable construction cost
- (g) Status of completion

9. List at least four additional references of present or past clients with their telephone numbers and fax number.
10. Include a current copy of Standard Form 254 (showing relevant facility experience) for your firm. You may provide a SF 254 for subconsultants also.
11. The Consultant will submit as a part of his or her initial submittal the firm's current basic hourly rate schedule for all current employee classifications. Also provide hourly rates for Court appearances and testimony. Such hourly labor rates shall include costs for items such as office supplies, computer and plotting supplies, printing, postage, vehicle costs, and other incidentals.

(Printing includes normal office copying and printing, check plots and check prints, and other incidental printing. Printing includes other agency review / approval plans if specifically required as a basic service in accordance with Section III. Other printing is usually either authorized as an Extra Service or arranged through the County's contracted printing companies at the County's expense.)

Include the same information for all proposed sub-consultants. Hourly rates shall be used as the basis of assessing changes in the scope of work.

The Consultant will be required to submit a sealed estimated fee based on the scope of work defined in this RFP and subsequent addenda, only if selected as a finalist.

PART B.

The second part covers the tasks required of the consultant.

1. Explain in detail how this project will be approached and accomplished. This should include a description of the work to be performed for each phase of the project.
2. Provide a project schedule and time line for completing each phase described in Article III, Components I and II. Please factor in that the County may take up to four (4) weeks to review and comment on the final draft submittals at the conclusion of Phases 1, 2, 3, 4 and 5.
3. Provide recommendations on design alternatives, how efficiencies can be gained and/or other ways that the project may be improved.

VII. CONSULTANT SELECTION PROCEDURE

The selection procedure shall be in accordance with Fresno County Ordinance Code Chapter 4.10 and applicable provisions of the "Policy for Selection and Compensation of Architectural / Engineering Consultants" as last revised by the Board of Supervisors on November 29, 1994. The process includes the following provisions:

A Selection Committee will be formed to evaluate the proposals and to make recommendations to the Fresno County Board of Supervisors. The Selection Committee will consist of members from the County Administrative Office, Department of Public Works and Planning, Coroner / Public Administrator / Public Guardian's Office and may include a representative knowledgeable in architecture / engineering services from outside the community or from one of the universities. The Selection Committee will screen the received responses to the Request For Proposal and may select three or more firms as finalists. More firms will be considered as finalists when, in the judgment of the Selection Committee, other firms are equally qualified to provide the requested professional services. Finalists may be requested to interview with the Selection Committee as a part of the evaluation process.

After the finalist firms have been identified, and as a part of the Selection Committee's evaluation at interview time, the finalist firms will be required to submit two estimated fee proposals. One estimated fee proposal will be for Component I that consists of Phase 1, Needs Assessment and Financing Sources Investigation, Phase 2, Building Program / Conceptual Design and Site Plan and Phase 3, Schematic Design / Financial Study / Project Estimate and will be a specific dollar amount.

A second estimated fee proposal shall be provided for Component II and will be a maximum percentage of the construction budget, not a lump sum dollar amount.

The consultant services agreement will have a fixed basic fee for Component I and a provision that if the County authorizes proceeding to Component II, the consultant and County will negotiate a Component II fee (broken down into Phase 4, Design Development, Phase 5, Construction Documents, Phase 6, Bidding and Award, Phase 7, Construction Observation, and Phase 8, Post Construction) that will not exceed, and may be less than the agreed maximum percentage of the County approved construction budget. The construction budget will be determined at the end of the schematic design phase. If negotiations are successful, the Component II services and Component II fee will be amended to the agreement.

The consultant services agreement will have a provision in which the County shall withhold ten percent (10%) retention from the consultant's earned compensation for basic and extra services. Please refer to the Sample Agreement, Article VII. –

Retention From Earned Compensation.

The estimated fees will be opened only after the Selection Committee has completed all of the interviews and considered each of the finalist's qualifications. The Selection Committee will consider the estimated fees of the finalists in its final deliberations.

The Selection Committee will address the following criteria in its evaluation of proposals (not necessarily in order of importance).

- A. Specific experiences with morgues / coroner's facilities, offices and warehouses.
- B. Educational background of the consultant's key individuals who will be assigned to the project on a full-time basis.
- C. Quality of past performance for the County or similar agencies.
- D. Qualifications of individual within the Consultant's organization directly responsible for the work. The County reserves the right of approval of the Consultant's project manager.
- E. Adequacy of staff to perform the work within the time allowed.
- F. Approach proposed for addressing the project requirements.
- G. Demonstrated ability to make effective public presentations on the requested reports and proposed designs.
- H. Demonstrated ability to work effectively with County staff, other public agencies and related parties.
- I. New or innovative ideas presented by the consultant in the proposal or presentations.
- J. Demonstrated ability to keep costs within project budgets and design estimates.
- K. Knowledge of local conditions.
- L. Demonstrated interest of the consultant in the success, efficiency, and workability of the facility during construction and post construction operation.
- M. **(Not applicable to this project)** Whether the consultant is currently engaged in another project which has direct and substantial physical relationship to the proposed project.

- N. **(Not applicable to this project)** Whether the consultant who designed the original facility should be retained for the new work on the basis of cost, detailed knowledge of the existing facility, or necessity of use of the same design concept in the work.
- O. Demonstrated record of abiding by terms of subcontract agreements regarding timely payment for services rendered on County projects.
- P. Ability of the Consultant to furnish effective and timely construction observation services.
- Q. Completeness of proposal.
- R. The estimated fee will be a factor in the final selection only after the most qualified firms have been identified.
- S. All other things being equal, local (within Fresno County) consultants are preferred over non-local consultants.
- T. All other things being equal, non-local consultants who associate with a local consultant for the purpose of the particular services required shall be preferred to non-local consultants who do not so associate.

VIII. FEE DETERMINATION

The Consultant compensation amount for the project will be negotiated with the firm approved by Board of Supervisors. In the event negotiations fail with this firm, the County will terminate negotiations and commence new negotiations with the next most qualified firm.

BZ:bz
3/27/03
Final Coroner's Facility_RFP